

NAVPGSCOLINST 7200.1H
NPS (21)
21 Aug 03

NAVPGSCOL INSTRUCTION 7200.1H

Subj: FEES AND EXPENSES PAID TO VISITING LECTURERS/PANELISTS

Ref: (a) Joint Travel Regulations (JTR)
(b) Deputy SECDEF Memo dtd 6 Jan 95
(c) NAVPGSCOLINST 4650.4E

Encl: (1) Payments to Visiting Lecturers/Panelists Memorandum
(2) SF 1034/Public Voucher for Purchases and Services
Other than Personal

1. Purpose. To provide uniform policy guidance and procedures for paying Naval Postgraduate School academic programs guest lecturers' fees and expenses. This instruction changes the approval authority for payment.

2. Cancellation. NAVPGSCOLINST 7200.1G. This instruction has been completely revised and should be read in its entirety.

3. Scope. This instruction is applicable to all guest lecturers invited to participate in School programs.

4. Policy. It is the policy of the Naval Postgraduate School (NPS) to offer a fee for services rendered and reimbursement for expenses to each invited non-DoD guest lecturer. In order to make payment of fees and/or travel expenses, one or more of the following procedures will be used. Military and federal civilian guest lecturers will receive only travel and per diem payments in accordance with reference (a).

a. Honorariums are intended for one-time events only. Honoraria for multiple day events should be used only in exceptional circumstances. Generally, payment for multiple day events (more than two days) should be done through a technical service contract. Using honoraria as payment for consulting and/or work and services is prohibited.

b. Invitational Travel Order (ITO). With the ITO, a Government Transportation Request will be used, and payment for per diem and expenses will be in accordance with reference (a). ITOs will be initiated in accordance with reference(c). An ITO is proper and authorized for an interview and evaluation of prospective faculty. If an honorarium is used in conjunction with a prospective new faculty hire, it shall not be used to defray travel expenses. No individual will commit a fee or expenses to a guest lecturer/panelist without prior authorization from a member of the staff having control of funds for this purpose.

c. Reference (b) requires fees in excess of \$500 be approved by higher level authority. Fees above \$500 per day require the concurrence of either a Dean, Executive Director or Provost, as appropriate. Fees above \$1,000 per day or a total exceeding \$1,250 require the concurrence of the Superintendent.

5. Action.

a. Honorarium. Submit an original and two copies of enclosure (1) with the original of enclosure (2) in the amount of the fee.

b. Travel involving ITOs in combination with a fee. Submit the original and two copies of enclosure (1) with the original SF 1034, enclosure (2), in the amount of the fee. In addition, submit ITOs per reference (c). A copy of the ITO is to be attached to the request for an honorarium.

c. Enclosure (2) should reflect proper accounting data and indicate the name and address of the payee. The Comptroller's Office must be notified immediately of any cancellations in order to avoid erroneous payments.

d. ITO and honoraria requests should reach the Comptroller a minimum of five working days prior to the event or start of travel. Those requests requiring approval should be submitted to the Superintendent via the chain of command two weeks prior to the start of travel.

//S//
DAVID A. SMARSH
Chief of Staff

Distribution:
NAVPGSCOLINST 5605.2R (List 1)

MEMORANDUM

From: (List your name and Dept here)
To: Disbursing Section, DFAS-CHAR One Bill Pay
Via: NPS Comptroller Department

Subj: PAYMENTS TO VISITING LECTURERS/PANELISTS

Ref: (a) NAVPGSCOLINST 7200.1H

1. Per reference (a), an honorarium in the amount of \$ _____ is just and proper payment to _____, SSN _____,

Home address:

for professional services performed at the Naval Postgraduate School, Monterey, California on _____. The purpose of the visit and the nature of the service to be provided are:

2. The visiting lecturer
() Is not an employee of the Federal Government
() Is not a U.S. Citizen

3. Visiting lecturer is to travel from

(City) (State)

Mode of travel (POV, Commercial Air, etc)

4. An ITO will / will not be requested. Cost Estimate for ITO (not paid with fee) (Copy of ITO attached) \$ _____

5. Please () mail check to payee's home address
() EFT Honorarium Fee directly to Payee

(Requestor)

(Authorized Fund Administrator)

(Division Dean)

